



Shepard Exposition Services

603 W. Landstreet Rd.

Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

Event Code: F135880513

## SHOW INFORMATION

### Florida Vascular Society Annual Meeting

May 2 - 4, 2013

Waldorf Astoria

Orlando, Florida

#### BOOTH PACKAGE

##### Booth Package:

8' High backwall drape, 3' High sidewall drape

7" x 44" Cardstock Identification Sign

(1) 6' x 30" Skirted Table - Gold

(2) Side Chairs

(1) Wastebasket

##### Tabletop Package

7" x 44" Cardstock Identification Sign

(1) 6' x 30" Skirted Table - Gold

(2) Side Chairs

(1) Wastebasket

Show drape color(s):

Blue, Gold

Aisle carpet color:

Facility is carpeted

#### EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in: Thursday, May 2, 2013 3:00 PM - 5:00 PM

Exhibit Hours: Thursday, May 2, 2013

**The Welcome Reception will be held outdoors on the Promenade from 6:00 PM – 7:30 PM. All exhibitors are invited to attend this special networking opportunity with the physicians.**

Friday, May 3, 2013  
7:00 AM - 12:30 PM **Exhibit Hall Open**  
7:00 AM - 8:00 AM Breakfast in the Exhibit Hall  
10:15 AM - 10:45 AM Morning Break in Exhibit Hall

Saturday, May 4, 2013  
7:00 AM - 10:30 AM **Exhibit Hall Open**  
7:00 AM - 8:00 AM Breakfast in the Exhibit Hall  
10:00 AM - 10:30 AM Morning Break in Exhibit Hall

**\*Exhibit hours subject to change based on the scientific program.**

Exhibitor Move-out: Saturday, May 4, 2013 10:30 AM - 12:00 PM

Freight Re-route Time: Saturday, May 4, 2013 12:00 PM

#### IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Friday, April 5, 2013

Discount price deadline for all Shepard orders: Friday, April 12, 2013

First day for warehouse deliveries without a surcharge: Friday, April 5, 2013

Last day for warehouse deliveries without a surcharge: Friday, April 26, 2013

Last day for warehouse deliveries: Wednesday, May 1, 2013

First day freight can arrive at show facility: Thursday, May 2, 2013 at 8:00 AM

#### SHIPPING ADDRESSES

##### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

Florida Vascular Society Annual Meeting

c/o Shepard Exposition Services

603 W. Landstreet Rd

Orlando, FL 32824

##### Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

Florida Vascular Society Annual Meeting

Waldorf Astoria

14200 Bonnet Creek Resort Ln

Orlando, FL 32821

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.



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## ONLINE ORDERING INSTRUCTIONS

### Florida Vascular Society Annual Meeting

May 2 - 4, 2013  
Waldorf Astoria  
Orlando, Florida


### \*\*\*ATTENTION EXHIBITORS\*\*\*

**ORDER NOW!** Follow these simple steps to order Shepard Services Online:

1. **GO TO:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)
2. Click on [Florida Vascular Society Annual Meeting](#)
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click 
  - a. **NEW users :** User name = Your Email Address (provided by Show Management)  
Password = FVS13
  - b. **Previous users :** User name = Your Email Address  
Password = Your pre-existing password
5. Don't remember your password? Click the link ["Forgot your password?"](#)  
and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
  - a. If your information is correct, click 
  - OR
  - b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on 

To **DELETE** an item from your shopping cart, click  next to the item you wish to remove.

**QUESTIONS?** Do not hesitate to contact us for assistance!

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**Discount Deadline: April 12, 2013**

## PAYMENT AUTHORIZATION

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Waldorf Astoria

Orlando, Florida

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

#### WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

**The following information must be included on the bank copy of the wire transfer confirmation:**

Name of show that you are attending - **Florida Vascular Society Annual Meeting**

Exhibiting company name

Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124 Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

#### CREDIT CARD INFORMATION

Type of Card:

☐☐☐

Pay by Check\* ☐

Pay by Wire\* ☐

Credit Card #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

Month		Year	

Billing Address:

Security Code:

--	--	--	--	--	--

City, ST, Zip:

Name on Card:

Authorized Signature:

*\*Please note: You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.*

#### EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME:

BOOTH #

COMPANY ADDRESS:

PHONE:

CITY, ST, ZIP:

FAX:

CONTACT NAME:

EMAIL:

**\*\* Please be sure to include the show name or show code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.**



### PAYMENT POLICY

**Show Site Orders:** Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

**Third Party Orders:** If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

**Invoices:** Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

**Charges:** All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

**Past Due Accounts:** The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

**Outbound Services:** All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

**International Customers:** International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

**U.S. Wire Transfers:** A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

**Tax Exempt Status:** If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

**Rental Responsibility:** All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

**Price Quotes:** Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

**Default Colors:** If skirting and carpet colors are not selected, show colors will prevail.

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

### DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

### INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

### CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

### SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

### INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

### PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



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**Discount Deadline: April 12, 2013**

## THIRD PARTY PAYMENT AUTHORIZATION

### Florida Vascular Society Annual Meeting

May 2 - 4, 2013

Waldorf Astoria

Orlando, Florida

**The following information must be completed and the form returned to Shepard by the deadline date.**

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

#### SERVICES TO BE COVERED BY THIRD PARTY

☐ All services

☐ Rental Furniture

☐ Exhibit Display Rentals

☐ Overhead Rigging/Labor

☐ Carpet

☐ Cleaning

☐ Installation/Dismantling Labor

☐ Material Handling \*Please complete the Material Handling Authorization Form

☐ Logistics/Transportation Notes: \_\_\_\_\_

☐ Other (please specify): \_\_\_\_\_

#### THIRD PARTY INFORMATION

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

#### EXHIBITING COMPANY INFORMATION

COMPANY NAME: \_\_\_\_\_

BOOTH # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

#### THIRD PARTY CREDIT CARD INFORMATION

Type of Card:

☐☐☐

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Month Year

Billing Address: \_\_\_\_\_

Security Code: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



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**Deadline Date: April 5, 2013**

## EXHIBITOR APPOINTED CONTRACTOR

### Florida Vascular Society Annual Meeting

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Waldorf Astoria  
Orlando, Florida

**Please read the following information entirely prior to signing form and returning to Shepard.**

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

**The following information must be completed and the form returned to Shepard by the deadline date.**

Name of Non-official Contractor: \_\_\_\_\_

Services to be performed: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Exhibitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_





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## EXPO FURNISHINGS

### Florida Vascular Society Annual Meeting

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Orlando, Florida

#### TABLES - ALL DISPLAY TABLES ARE 24" WIDE



Choose drape color (place color code next to order):

Red (01) Gold (04) Burgundy (07)

Green (02) Blue (05) Grey (10)

White (03) Black (06) Teal (13)

##### SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	96.00	124.80	
50046			6'L X 30"H	118.00	153.40	
50050			8'L X 30"H	149.50	194.35	
50043			4'L X 42"H	116.70	151.70	
50047			6'L x 42"H	149.45	194.30	
50051			8'L x 42"H	175.70	228.40	
50052			4th Side 30"	58.35	75.85	
50171			4th Side 42"	58.35	75.85	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

##### UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	68.40	88.90	
50044		6'L X 30"H	80.05	104.05	
50048		8'L X 30"H	96.25	125.15	
50041		4'L X 42"H	77.00	100.10	
50045		6'L x 42"H	96.25	125.15	
50049		8'L x 42"H	107.35	139.55	

#### RISERS - WOODEN PLANKING, 8" WIDE

##### DRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	41.40	53.80	
50084		6'L X 6"H	52.75	68.60	
50086		8'L X 6"H	66.90	86.95	
50083		4'L X 12"H	83.85	109.00	
50085		6'L x 12"H	104.35	135.65	
50087		8'L x 12"H	116.30	151.20	

##### UNDRAPE RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	19.90	25.85	
50078		6'L X 6"H	28.00	36.40	
50080		8'L X 6"H	36.25	47.15	
50077		4'L X 12"H	38.65	50.25	
50079		6'L x 12"H	55.20	71.75	
50081		8'L x 12"H	67.45	87.70	

#### STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	60.00	78.00	
50021		Arm Chair	85.00	110.50	
50024		Stool w/back	95.00	123.50	

#### STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	17.50	22.75	
50094		Floor Easel	34.50	44.85	
50245		Literature Rack	132.60	172.40	

Literature rack styles may vary based on location and availability.



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	168.75	219.40	
50092		Coat Rack	59.90	77.85	
50093		Garment Rack	168.75	219.40	



Code	Qty.	Item	Discount	Regular	Amount
50101		Chrome Stanchion	49.20	63.95	
50102		Velvet Rope, 7'	78.60	102.20	
50095		Sign Holder, 22x28	116.80	151.85	

#### SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

Code	Qty.	Item	Discount	Regular	Amount
50058		Sateen Skirting	13.15	17.10	

Please choose color from skirted table section.

Please complete the following:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Booth #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Total Expo Furnishings: \$ \_\_\_\_\_

6.500% Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.



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**Discount Deadline: April 12, 2013**

## CARPETING & CLEANING

### Florida Vascular Society Annual Meeting

May 2 - 4, 2013

Waldorf Astoria

Orlando, Florida

#### EXPO CARPET - 16 OZ.

##### Choose Color:

Red (01) ☐  
Blue (05) ☐  
Tuxedo (50) ☐



Black (06) ☐  
Teal (13) ☐  
Burgundy (07) ☐



Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	155.00	201.50	
50256	10' x 20'	295.00	383.50	
50257	10' x 30'	440.00	572.00	
50258	10' x 40'	585.00	760.50	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

##### SPECIAL CUT EXPO CARPET

50006	Per Square Foot	2.90	3.75	
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Visqueen will automatically be installed at published rate listed below to protect Special Cut carpet during move-in. Please note all carpet is a maximum of ten feet wide and is installed accordingly.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

#### PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

##### Choose Color:

Red (01) ☐  
Silver Cloud (18) ☐  
Deep Navy (22) ☐



Charcoal (17) ☐  
Black (06) ☐  
Cobalt (21) ☐



Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft	4.70	6.10	
46003	Rental 1000+/sq.ft	4.00	5.20	
46002	Purchase/sq.ft.	12.00	15.60	

Minimum 100 sq. ft. is required. No refunds on cancellations.

Rental includes installation and removal.

Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

In order to protect premium cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

#### PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	0.75	1.00	
50008	1" Padding	1.75	2.30	
50010	Visqueen	0.30	0.40	

#### BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

Qty.	Item	Discount	Regular	Amount
47011	Vacuum Once	0.37	0.50	
47012	Daily Vacuum	0.74	0.95	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

Please note: booth cleaning and porter service are taxable for this show.

#### BOOTH DIMENSIONS

What is your booth size (ft.)?

X  =  sq. ft.

#### PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

Qty.	Item	Discount	Regular	Amount
47030T	Porter Svc Once	0.50	0.65	
47031T	Daily Porter Svc	1.50	1.95	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for only the first day of the show or daily.

Total Carpeting & Cleaning

6.50% Tax\*:

Amount Due:

\$
\$
\$

Company Name:

Booth #:

Contact Name:

Phone #:

Authorized Signature:

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

\* All tax rates are subject to change.





Shepard Exposition Services  
603 W. Landstreet Rd.  
Orlando, FL 32824

Customer Service Phone: (407) 888-9669  
Customer Service Fax: (407) 888-2301  
Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)  
Event Code: F135880513

**Discount Deadline: April 12, 2013**

## SPECIALTY FURNISHINGS/ACCESSORIES

### Florida Vascular Society Annual Meeting

May 2 - 4, 2013

Waldorf Astoria  
Orlando, Florida

#### SPECIALTY CHAIRS AND TABLES



36" Diameter  
30" or 42" H

24" W x 18" H

	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	63.80	82.95	
51090		Director's Stool	114.10	148.35	
50032		Ped. Table, 30"	167.65	217.95	
51089		Ped. Table, 42"	167.65	217.95	
50030		Rnd Side Table	81.10	105.45	
50031		Sq. Side Table	81.10	105.45	

#### SHOWCASES



Full View



Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	635.90	826.65	
50068		Full View 6'	701.40	911.80	
50069		Quarter View 4'	635.90	826.65	
50070		Quarter View 6'	701.40	911.80	

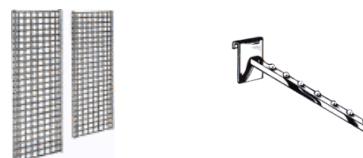
Colors and styles of showcases may vary depending on location and availability.

#### MISCELLANEOUS ITEMS



	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	37.20	48.35	
50098		Refrigerator	484.25	629.55	
50088		8' Upright	22.30	29.00	
50089		8' Crossbar	14.85	19.30	

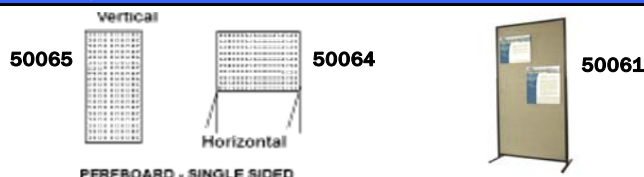
#### GRID AND GRID ACCESSORIES



	Qty.	Size	Discount	Regular	Amount
50236		2'X8' w/legs, each	152.00	197.60	
50237		2'X8' w/o legs, each	113.95	148.15	
50242		7-Ball Waterfall	10.45	13.60	

Other accessories available, please call customer service for more information.

#### 1/4" PERFBOR & VELCRO TACK BOARD



	Qty.	Item	Discount	Regular	Amount
50065		4'X8' Vert., 1/4"holes	205.20	266.75	
50064		4'X8' Horz., 1/4"holes	205.20	266.75	
50104		6" Hooks (12)	33.50	43.55	
50060		4' X 8' Horz.	205.85	267.60	
50061		4' x 8' Vert.	205.85	267.60	

#### SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

	Ln. Ft.	Item	Discount	Regular	Amount
50073		8' High	15.15	19.70	
50074		3' High	11.95	15.55	

Choose Color: Minimum 4' panel rental required.

<input type="checkbox"/> Red (01)	<input type="checkbox"/> Blue (05)	<input type="checkbox"/> Grey (10)
<input type="checkbox"/> White (03)	<input type="checkbox"/> Black (06)	<input type="checkbox"/> Burgundy (07)

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.

Total Specialty Furnishings/Accessories:	\$
6.500% Tax*:	\$
Amount Due:	\$



#### **UNION LABOR**

Florida is a "right to work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

#### **EXHIBIT LABOR JURISDICTION**

Union exhibit labor claims jurisdiction for the installation and dismantling of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

#### **MATERIAL/FREIGHT HANDLING JURISDICTION**

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Shepard will have complete control of the loading docks at all times.

Exhibitors may hand-carry their own materials into the exhibit facility; however, the use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

#### **GRATUITIES /BREAKS**

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

#### **IN GENERAL**

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

#### **SAFETY**

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.



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603 W. Landstreet Rd.  
Orlando, FL 32824

Customer Service Phone: (407) 888-9669  
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Event Code: F135880513

**Discount Deadline: April 12, 2013**

## LABOR ORDER FORM

### Florida Vascular Society Annual Meeting

**May 2 - 4, 2013**  
**Waldorf Astoria**  
**Orlando, Florida**

#### INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

**Please complete the following:**

Are you requesting this labor for assembling your hanging sign? ☐ Yes ☐ No

How many laborers will you require? \_\_\_\_\_ Installation \_\_\_\_\_ Dismantling

Date of installation: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_

Date of dismantling: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_

**I will need Shepard Supervised Labor for (please check one):**

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

**I will need Exhibitor Supervised Labor for (please check one):**

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
<b>Shepard Supervised Labor (Exhibitor not present)</b>						
68066T		ST	61.00	79.30	30% **	
68067T		OT	91.50	118.95	30% **	
68068T		DT	122.00	158.60	30% **	

**\*\*Supervisory fee is 30% of total cost or \$60, whichever is greater.**

Code	Qty.	Item	Discount	Regular	Amount
<b>Exhibitor Supervised Labor</b>					
68060T		ST	61.00	79.30	
68061T		OT	91.50	118.95	
68062T		DT	122.00	158.60	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

#### Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM

OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double time: All other hours and holidays

**If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:**

<b>Exhibitor-Owned Carpet Installation/Dismantling</b>					
68080T		SQ. FT.	1.00	1.30	
68079T		MINIMUM	122.00	158.60	

Booth size: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_

Carpet install date/time: \_\_\_\_\_

**Please note:** - Hours are based on estimates, you will be invoiced for actual time incurred.

- Requested times are not guaranteed and are based on availability.

- Minimum one hour will be charged. Additional time will be billed in half-hour increments.

Subtotal \$ \_\_\_\_\_

6.500% Tax\* \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

#### SHEPARD SUPERVISION INFORMATION

**Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.**

#### Inbound Freight Information

Carrier Company Name: \_\_\_\_\_

# of pieces: \_\_\_\_\_ Weight of Shipment: \_\_\_\_\_

Is shipment? ☐ Crated ☐ Uncrated

Tracking/Pro #: \_\_\_\_\_

Estimated arrival date: \_\_\_\_\_

Shipment to arrive at: ☐ Warehouse ☐ Show site

#### Outbound Freight Information

Carrier Company Name: \_\_\_\_\_

Deliver Shipment To: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Type of Service (air, van line, ground, etc.): \_\_\_\_\_

**If for any reason your shipment is not picked up by your carrier, please choose one of the following options:**

Force freight through preferred carrier: ☐

Send shipment back to Shepard warehouse: ☐ (\$400 min. fee)

#### Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: \_\_\_\_\_ x \_\_\_\_\_

Forklift required? ☐ Yes ☐ No

Carpet is? ☐ owned ☐ rented from Shepard

Carpet padding? ☐ Yes ☐ No

Drawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates

#### Services You Have Ordered (please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment

☐ Booth Cleaning ☐ Telephone/Internet

#### Electrical Information:

☐ Electrical should go under the carpet (diagram is attached)

☐ Electrical drawings are attached

☐ Electrical drawings are with exhibit in crate number

☐ Electrical drawings were sent to the official contractor

#### On-site Exhibitor Contact Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Hotel: \_\_\_\_\_

Arrival date/time: \_\_\_\_\_

Departure date/time: \_\_\_\_\_

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

\* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-720-8733

Shepard Logistics Email: [logistics@shepardes.com](mailto:logistics@shepardes.com)

Event Code: F135880513

## SHEPARD LOGISTICS SERVICES

### Florida Vascular Society Annual Meeting

May 2 - 4, 2013

Waldorf Astoria

Orlando, Florida

**COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES**

#### EXHIBIT MATERIALS TRANSPORTATION

##### INBOUND PICK UP LOCATION INFORMATION

• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

##### SHIPPING INFORMATION

Items to be shipped

Number of Pieces

Est. Weight

Crates		
Cartons (cardboard)		
Cases/Trunks (fiber) (color)		
Skids/Pallets		
Carpet (color)		
Other		
Total Pieces	Total Wt.	

Declared Value \$ \_\_\_\_\_

Available at exhibitors' expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00.

Size of largest piece: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

Loading Dock ☐ Yes ☐ No Lift Gate \_\_\_\_\_

Residential \_\_\_\_\_ Inside Pick up \_\_\_\_\_ Inside Delivery \_\_\_\_\_

Special Instructions: \_\_\_\_\_

##### SHIP TO

☐ I will be shipping to the **WAREHOUSE**

(Company Name, Booth #)

Florida Vascular Society Annual Meeting

c/o Shepard Exposition Services

603 W. Landstreet Rd

Orlando, FL 32824

Warehouse Deadline April 26, 2013  
Date

☐ I will be shipping to **SHOW SITE**

c/o Shepard Exposition Services

(Company Name, Booth#)

Florida Vascular Society Annual Meeting

Waldorf Astoria

14200 Bonnet Creek Resort Ln

Orlando, FL 32821

Delivery date: May 2, 2013

##### OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Deliver By Date: \_\_\_\_\_

Number of labels: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

##### TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)

##### TRANSPORTATION CHARGES

Charges for transportation services provided by Shepard shall be billed to the Credit Card on file.

Type Card ☐  ☐  ☐ 

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**FAX COMPLETED FORM TO 404-720-8733**

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

## SHIPPING LABELS

Florida Vascular Society Annual Meeting

### ADVANCE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services 603 W. Landstreet Rd Orlando, FL 32824</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>Florida Vascular Society Annual Meeting</b>	
First day freight can arrive w/o a surcharge: April 5, 2013	
Last day freight can arrive w/o a surcharge: April 26, 2013	

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services 603 W. Landstreet Rd Orlando, FL 32824</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>Florida Vascular Society Annual Meeting</b>	
First day freight can arrive w/o a surcharge: April 5, 2013	
Last day freight can arrive w/o a surcharge: April 26, 2013	

### DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>C/O: SHEPARD EXPOSITION SERVICES Waldorf Astoria 14200 Bonnet Creek Resort Ln Orlando, FL 32821</b>
	For: <b>Florida Vascular Society Annual Meeting</b>
MUST NOT BE DELIVERED PRIOR TO: May 2, 2013 @ 8:00 AM	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>C/O: SHEPARD EXPOSITION SERVICES Waldorf Astoria 14200 Bonnet Creek Resort Ln Orlando, FL 32821</b>
	For: <b>Florida Vascular Society Annual Meeting</b>
MUST NOT BE DELIVERED PRIOR TO: May 2, 2013 @ 8:00 AM	



Shepard Exposition Services  
603 W. Landstreet Rd.  
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Customer Service Phone: (407) 888-9669  
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Event Code: F135880513

## MATERIAL HANDLING AUTHORIZATION

### Florida Vascular Society Annual Meeting

May 2 - 4, 2013

Waldorf Astoria  
Orlando, Florida

#### SHIPMENT INFORMATION

**Please complete the following information:**

We plan to ship to: ☐ Advance Warehouse ☐ Direct to Show Site

We plan to ship on (date): \_\_\_\_\_

Our materials should arrive on (date): \_\_\_\_\_

Carrier Name: \_\_\_\_\_ Pro #: \_\_\_\_\_

Origin of Shipment (city, state): \_\_\_\_\_

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please indicate number of pieces and the estimated weight:**

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

#### MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

#### SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping*.

To set up your *Signature Series Shipping*, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Signature Series Shipping* does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*.

#### COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Standard Material Handling						
Direct Shipments to Showsite						
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	56.25	73.25	84.50		
	Uncrated	84.50	109.75	126.75		
	Sp. Handling	73.25	95.25	110.00		
Crated: 35410 - ST/ST 35411 - ST/OT 35412 - OT/OT						
Uncrated: 35413 - ST/ST 35414 - ST/OT 35415 - OT/OT						
Special Handling: 35416 - ST/ST 35417 - ST/OT 35418 - OT/OT						
Advance Shipments to Warehouse						
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	64.25	83.50	96.50		
	Sp. Handling	83.50	108.50	125.25		
Crated: 35419 - ST/ST 35420 - ST/OT 35421 - OT/OT						
Special Handling: 35422 - ST/ST 35423 - ST/OT 35424 - OT/OT						
Small Packages (FedEx/UPS/DHL under 30 lbs.)						
Pieces	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Per Carton	32.25	42.00	48.50		
	Min. per ship.	64.50	83.75	96.75		
Per carton: 35425 - ST/ST 35426 - ST/OT 35427 - OT/OT						
Minimum per shipment: 35428 - ST/ST 35429 - ST/OT 35430 - OT/OT						

Signature Series Material Handling						
Direct Shipments to Showsite						
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	50.75	66.00	76.25		
	Uncrated	76.25	99.25	114.50		
	Sp. Handling	66.00	85.75	99.00		
Crated: 35431 - ST/ST 35432 - ST/OT 35433 - OT/OT						
Uncrated: 35434 - ST/ST 35435 - ST/OT 35436 - OT/OT						
Special Handling: 35437 - ST/ST 35438 - ST/OT 35439 - OT/OT						
Advance Shipments to Warehouse						
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	57.75	75.00	86.75		
	Sp. Handling	75.00	97.50	112.50		
Crated: 35440 - ST/ST 35441 - ST/OT 35442 - OT/OT						
Special Handling: 35443 - ST/ST 35444 - ST/OT 35445 - OT/OT						

#### RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

**Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse.** Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

\* All tax rates are subject to change.





Shepard Exposition Services  
603 W. Landstreet Rd.  
Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

## MATERIAL HANDLING INFORMATION

### Florida Vascular Society Annual Meeting

#### MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

##### **SPECIAL HANDLING**

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or loading or unloading materials in a freight elevator, or other circumstances requiring the rehandling of materials.

##### **OVERTIME**

Surcharge: 30%

35301

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

##### **LATE SHIPMENTS**

Surcharge: 25%

35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

##### **UNCRATED SHIPMENTS**

Rate as shown on Material Handling Authorization Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

##### **OFF-TARGET DELIVERIES**

Surcharge: 15%

35004

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

##### **PADDED VAN DELIVERIES**

Surcharge: \$8.00/CWT

35041

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

##### **MARSHALING YARD**

Surcharge: Maximum \$25.00

35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

##### **REWEIGH OF SHIPMENTS**

Surcharge: \$25.00 per forklift load

35282

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

##### **EMPTY CRATE STORAGE**

Surcharge: \$10.00 per piece, Minimum \$40.00

35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

##### **Small Package Consolidation**

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate.

##### **ENVELOPE DELIVERIES**

Surcharge: \$10.50 per envelope

35007

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

##### **SECURED STORAGE**

Surcharge: \$.80/sq. ft., Minimum \$20.00 Min. one-hour labor fee for each trip

35400

Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show.

##### **ACCESSIBLE STORAGE**

Surcharge: Based on applicable Labor rate (refer to labor order form).

35166

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There will be no charge to return material to the booth at the close of the show.

##### **WAREHOUSE STORAGE**

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

##### **Return to Warehouse Service Fee**

Surcharge: \$20.00 per CWT, Minimum \$400.00

35005

(crated materials only, uncrated materials will not be accepted at warehouse)

##### **Storage per month**

Surcharge: \$10.00 per CWT, Minimum \$100.00

35006

##### **MOBILE SPOTTING FEE**

Surcharge: \$150.00 round trip

35106

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.



### MATERIAL HANDLING Q&A

#### What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

#### What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

#### What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

### IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

#### What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

### MATERIAL HANDLING CHARGES

#### What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

#### How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

#### Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

### SMALL PACKAGES

#### What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

#### How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = \$ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

### CRATED~UNCRATED~SPECIAL HANDLING

#### What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

#### What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

#### What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

#### What is the difference between material handling and shipping?

**Shipping** is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

#### Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

#### What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

### IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

#### What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

### SIGNATURE SERIES SHIPPING

#### How can I make shipping my show materials easier?

Signature Series Shipping will make it easier, and here's why:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ Volume discounted shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.

### LIABILITY INSURANCE

#### What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

### OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).



Shepard Exposition Services  
603 W. Landstreet Rd.  
Orlando, FL 32824

Customer Service Phone: (407) 888-9669  
Customer Service Fax: (407) 888-2301  
Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)  
Event Code: F135880513

## OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

### Florida Vascular Society Annual Meeting

May 2 - 4, 2013

Waldorf Astoria

Orlando, Florida

#### PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

DEADLINE FOR REQUESTS: April 26, 2013

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit by the deadline date above. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

**\*Note: All third parties must pick up BOL/labels at the Shepard Service Desk.**

#### SHIP TO ADDRESS:

COMPANY NAME \_\_\_\_\_

DELIVERY ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ BOOTH \_\_\_\_\_

NUMBER OF LABELS REQUESTED: \_\_\_\_\_

#### CARRIER SELECTION

- ☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS  
☐ OTHER: \_\_\_\_\_

**\*\*If selecting a carrier other than Shepard Logistics, you must schedule the pickup.**

#### OUTBOUND SHIPMENT REQUIREMENTS:

1. Shepard will print and deliver your BOL and Shipping Labels to your booth prior to the close of the
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.

**\*\*Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

#### TRANSPORTATION CHARGES BILLING ADDRESS:

☐ SAME AS SHIP TO ADDRESS

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please complete the following:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

**ELECTRICAL ORDER FORM**  
**MAIL TO**

**EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO**

11483 Rocket Blvd. • Orlando, FL 32824 • Tel. (407) 854-9991 Fax (407) 854-9992 Email support@edlenelectrical.com

**ELECTRICAL OUTLETS** Approximately 120V A.C. 60 Cycle

120 VOLTS	QUANTITY	Advance Payment PRICE	Regular PRICE	COST
0-500 WATTS (5 AMPS)		75.00	115.00	
500-1000 WATTS (10 AMPS)		125.00	185.00	
1001-1500 WATTS (15 AMPS)		150.00	220.00	
1501-2000 WATTS (20 AMPS)		170.00	250.00	

**For Outdoor Events 20 AMP Minimum Required**

**ELECTRICAL SERVICE CONNECTIONS** Approximately 208V A.C. 60 Cycle

**208 VOLTS SINGLE PHASE** Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS		285.00	425.00	
30 AMPS		330.00	540.00	
60 AMPS		510.00	780.00	
100 AMPS		720.00	925.00	

**208 VOLTS THREE PHASE** Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS		380.00	570.00	
30 AMPS		450.00	720.00	
60 AMPS		660.00	1000.00	
100 AMPS		830.00	1080.00	
200 AMPS		1430.00	1785.00	
400 AMPS		2120.00	2700.00	

**LIGHTING EQUIPMENT** (Including Current Consumed)

150 WATT FLOOD LIGHT		71.00	106.00	
300 WATT FLOOD LIGHT		90.00	135.00	
300 WATT QUARTZ LIGHT		65.00	85.00	

**EXTENSION CORDS** (Electricity Not Included)

SINGLE OUTLET		25.00		
QUAD OUTLET/POWER STRIP		32.00		

**LABOR**

ST Mon.-Fri. 8:00am-4:30pm (Except Holidays)		60.00		
OT Mon.-Fri. 4:30pm-8:00am (Sat/Sun/Holidays)		120.00		

**FULL PAYMENT DUE PRIOR  
TO SHOW OPENING**

☐ Master Card ☐ Visa ☐ AMX ☐ Check

Credit Card# \_\_\_\_\_ EXP DATE \_\_\_\_\_

Cardholders Name (Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

SUBTOTAL \$	_____
6.5% FL SLS TAX	_____
TOTAL DUE \$	_____

(SEE REVERSE SIDE FOR  
TERMS AND CONDITIONS)

**SPECIAL REQUIREMENTS**

Dedicated Circuit  
or 24 Hour Service Required?

\_\_\_\_\_ yes \_\_\_\_\_ no  
If yes, double electrical outlet or  
electrical service connection charge.

**Rental Rates quoted cover  
any portion of a (7)seven day  
consecutive period.**

There is a minimum labor charge of (1 1/2)  
one and a half hours for hook-up and  
(1) one hour to dismantle for special events,  
island booths and 208 Volt services

**RATES FOR HIGHER WATTAGES, VOLTAGE  
OR SPECIAL LIGHTING ON REQUEST-  
SPECIAL HANGING OR INSTALLATION  
DONE ON TIME AND MATERIAL BASIS.**

**SPECIAL INSTRUCTIONS**

Aisle # \_\_\_\_\_

**ISLAND BOOTHS**

A scaled floor plan *must* accompany orders  
showing locations of electrical outlets, con-  
nections and lighting equipment.

Aisle # \_\_\_\_\_

**REAR**

**STANDARD  
BOOTH**

Aisle # \_\_\_\_\_

**PAYMENT MUST ACCOMPANY  
ALL ORDERS 10 BUSINESS DAYS  
PRIOR TO SHOW SET UP  
FOR DISCOUNT PRICE TO APPLY**

**ALL ORDERS MUST BE PAID  
IN ADVANCE  
ON U.S. BANKS**

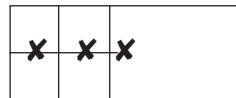
SHOW NAME	NAME OF FACILITY	Waldorf Astoria
FIRM NAME	SHOW DATES	BOOTH #
ADDRESS	TELEPHONE#	
CITY, STATE, ZIP	FAX#	
SIGNATURE	PRINT NAME	

# REGULATION AND GENERAL INFORMATION

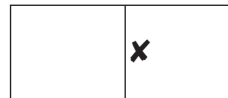
1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the ratings from the metal plate attached to the unit (See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate outlets (500 watt min.)

## WHERE WILL MY OUTLET BE LOCATED?

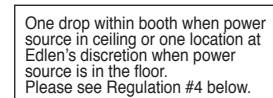
Your outlet will be located as depicted below unless floorplan is received indicating otherwise.



INLINE BOOTHS-PENINSULA

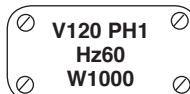


BACK TO BACK PENINSULA BOOTHS

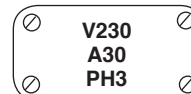


ISLAND BOOTHS

## EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT



120V Single Phase  
= 60 Cycle  
1000 Watts



230 Volts  
= 30 Amps  
3 Phase

## POWER LOCATIONS: X Indicate location of outlet

1. Orders must be received with payment a minimum of ten (10) business days prior to scheduled event set up for discount rates. Orders received less than ten (10) business days prior to scheduled event set up or without payment will be charged at the floor order rates.
2. Edlen electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by an Edlen Electrical electrician. Edlen Electrical will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than an Edlen Electrical electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for EDLEN and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one and a half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. EDLEN reserves the right to inspect all electrical devices and connections to insure compliance with all codes. EDLEN is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by EDLEN for this service order is furnished on a rental basis and remains the property of Edlen and shall be removed ONLY by EDLEN Employees. Price also includes all necessary disposable supplies.
13. EDLEN Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by an EDLEN Employee prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay EDLEN its attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
18. Exhibitor holds EDLEN harmless for any and all losses of power beyond EDLEN's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
19. As the official Electrical Contractor, we will be responsible for:
  - All under carpet distribution of electrical wiring
  - All motor and equipment hook-ups requiring hardware connections
  - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
  - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
  - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
  - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

Event Name:			
Contact Name:		Company Name:	
Phone:		Email (required):	
Credit Card Type:	CC#	Exp. Date:	
Authorized Signature:			

Service Information (required)				
Install Date:		Install Time:		AM/PM
Removal Date:		Removal Time:		AM/PM
Room Location:		Booth #:		

#### Internet and Networking Services

<b>Wireless Internet Services (Shared Access, Roaming)</b>	Quantity	Pricing	Total
Single Day Wireless Internet (1 user, 24 hours)		\$99.00	
Event Wireless Internet (Per 1 User, up to 5 days per user)		\$249.00	
Event Wireless Internet (10 users, up to 5 days per user)		\$1,295.00	
Event Wireless Internet (25 users, up to 5 days per user)		\$2,900.00	
		<b>Total:</b>	

<b>Wired Internet Services - (Shared Access)</b>			
Single Day Wired Internet (1 user, 24 hours, no show floors)		\$150.00	
Event Wired Internet (1 user, 5 days)		\$695.00	
Each additional User (1 user, 5 days)		\$200.00	
Static IP (must be purchased in conjunction with Internet connection)		\$125.00	
		<b>Total:</b>	

<b>Dedicated Bandwidth Services</b>	
Call XpoNet Representative for Pricing	<b>407-597-3839</b>

**ROAMING ALLOWS FOR ACCESS IN ANY MEETING ROOM/ WITHIN THE CONVENTION SPACE. DOES NOT INCLUDE GUEST ROOMS**

- **Shared Access** is limited to a maximum of **1 Mbps per user** (not guaranteed) over a shared connection to the Internet, for a duration of up to 5 calendar days
  - **Single Day and Meeting Shared Services cannot be combined.** ALL Meeting services are valid for a maximum of 5 calendar days
  - **Prices effective through June 2013** and are subject to change without notice. Please call to verify rates.
- **After hours installations** (before 7 a.m. and after 6 p.m.) will incur a **\$150.00** per man-hour charge. **On-site orders** will incur a **\$100.00** pop-up fee.
  - Orders cancelled with less than forty-eight (48) hours notice will incur a 50% cancellation fee



## TERMS AND CONDITIONS

### ***PLEASE NOTE:***

***WIRELESS ACCESS POINTS MAY NOT BE INSTALLED ON PROPERTY  
WITHOUT THE EXPRESS, WRITTEN CONSENT OF XPONET AND THE WALDORF ASTORIA ORLANDO/  
HILTON ORLANDO BONNET CREEK SYSTEMS DEPARTMENT***

***THE RESALE OF ANY CONNECTIVITY PURCHASED AT THE HOTEL IS STRICTLY PROHIBITED***

1. **Payment** and order must be received no later than 21 days prior to the first day of the show to obtain the **Incentive/Discount Rate**. **Base Rate** applies to all orders received with payment from (1) One to (20) Twenty days before the show has started.
2. **Use of Network Connection.** The network attachment to be provided by XpoNet may be used only by the directors, officers and employees of company, and its agents and consultants while performing services for company and cannot be resold or distributed to other companies. The services being provided by XpoNet will facilitate communications between the company's authorized users and the entities reachable through the national Internet. Users of XpoNet services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. Users of XpoNet services shall not disrupt any of the XpoNet networks or other associated networks as a whole or any equipment or system forming part of their systems, or any services provided over, or in connection with, any of the XpoNet networks or other associated networks. XpoNet networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
3. **No Warranties; Limitation of Liabilities.** NEITHER XPONET NOR THE WALDORF ASTORIA ORLANDO/HILTON ORLANDO BONNET CREEK MAKE ANY EXPRESS OR IMPLIED WARRANTY OF ANY KIND. SPECIFICALLY, THERE IS NO EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE FOR THE SERVICES TO BE PROVIDED HEREUNDER. The protocols used on the XpoNet network (TCP/IP) call for end to end verification of the accuracy of any message and such verification is the sole responsibility of Company. Similarly, these protocols provide for end to end verification of the receipt of all of the data that is transmitted. XpoNet will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of XpoNet, or other losses or damages. Use of information obtained via the services provided hereunder is at Company's own risk. Company is solely responsible for (a) the accuracy and/or quality of information obtained or data transmitted through the XpoNet network and (b) assuring that each message Company sends or receives has been received. XpoNet does not guarantee the performance, routing, or throughput, either express or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones beyond any facility we service.

## SPECIAL INSTRUCTIONS/BOOTH DIAGRAM:

<b>Video/Projection Equipment</b>	<b>Qty</b>	<b>X</b>	<b>SHOW</b>	<b>RATE =</b>	<b>Total</b>	<b>Customer Information ...</b>	
			Advanced	On Site			
32" LCD Monitor w/DVD & Stand		\$	650.00	\$	750.00	\$	-
40" LCD Monitor w/DVD & Stand		\$	850.00	\$	950.00	\$	-
46" LCD Monitor w/DVD & Stand		\$	1,000.00	\$	1,250.00	\$	-
52" LCD Monitor w/DVD & Stand		\$	1,100.00	\$	1,350.00	\$	-
63" Plasma Monitor w/DVD & Stand		\$	1,300.00	\$	1,500.00	\$	-
6' or 8' Tripod Projection Screen		\$	170.00	\$	255.00	\$	-
Rollcart w/Skirt		\$	60.00	\$	80.00	\$	-
Other:						SHOW NAME:	
						Company Name:	
						Credit Card Billing Address:	
						City:	
						State:	Zip:
						Ordered By:	
						Telephone #:	
						Fax #:	
						Email:	

Computer Equipment	Qty	X	SHOW Advanced	RATE = On Site	Total	<div>Ordering Instructions ...</div> <div>CALL FOR DAILY RATE</div> <div>⇒ The total charge per item is determined as a <b>SHOW RATE</b> , that is the requested items selected are charges of the actual <b>time</b> of the exhibition.</div> <div>⇒ Please include applicable Sales Tax on equipment rental. <b>TAX EXEMPT STATUS</b> - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the</div>
Laptop w/DVDRW, NIC, Windows, & Office		\$	265.00	\$ 350.00	\$ -	
Desktop w/DVDRW, NIC, Windows, & Office w/17" Monitor		\$	350.00	\$ 450.00	\$ -	
MAC Laptop		\$	375.00	\$ 450.00	\$ -	
MacBook Pro		\$	450.00	\$ 550.00	\$ -	
MAC Desktop		\$	520.00	\$ 600.00	\$ -	
iPad		\$	225.00	\$ 375.00	\$ -	
Desktop Computer Speaker		\$	75.00	\$ 100.00	\$ -	
Other:						

Display Equipment	Qty	X	SHOW	RATE =	Total	
			Advanced	On Site		
17" LCD Flatscreen		\$	255.00	\$ 340.00	\$ -	
20" LCD Flatscreen		\$	285.00	\$ 380.00	\$ -	
32" LCD Monitor w/Stand		\$	350.00	\$ 400.00	\$ -	
40" LCD Monitor w/Stand		\$	720.00	\$ 960.00	\$ -	
46" LCD Monitor w/Stand		\$	930.00	\$ 1,240.00	\$ -	
52" LCD Monitor w/Stand		\$	1,000.00	\$ 1,325.00	\$ -	
63" Plasma Monitor w/Stand		\$	1,200.00	\$ 1,475.00	\$ -	
Desktop LCD Projector		\$	750.00	\$ 950.00	\$ -	
Wii Gaming Station Package w/46" LCD Monitor		\$	1,250.00	\$ 1,500.00	\$ -	
Other:						

services are to be provided.

⇒ To guarantee equipment availability and advanced rate, submit your request **30 days prior** to delivery.

⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum.

⇒ **CANCELLATIONS:**

A) Cancellation of equipment ordered must be received **48 hours prior** to delivery date to avoid a minimum one day charge.

B) If services have already been provided at the time of cancellation, **100% of original charges** will be applied.

⇒ Show rate is considered to be under 5 days of usage.

Audio Equipment	Qty	X	SHOW	RATE =	Total	SHOW NAME:		
			Advanced	On Site				
Powered Speaker w/Stand		\$	125.00	\$	150.00		\$	-
Sound System with (2) powered speakers, (2) stands and		\$	650.00	\$	750.00		\$	-
(1) Wireless Microphone: Handheld or Lavalier (circle one)								
Bose L1 Slimline Sound System w/(1) Wireless Microphone		\$	650.00	\$	750.00	\$	-	
Other:						On-Site Contact:		
						Cell #:		

<b>TOTALS ...</b>		<b>PAYMENT IS DUE WHEN ORDER IS PLACED</b>	
<b>TOTAL EQUIPMENT</b>		1	
<b>DELIVERY/SETUP/PICKUP ( 24% Service Charge)</b>		2	
<b>SUBTOTAL</b>		3	
<b>STATE SALES TAX ( 6.5%)</b>		4	
<b>TOTAL DUE</b>		5	

<b>Method of Payment ...</b>	<b>PLEASE CHECK ONE</b>	<b>...for Processing</b>
Card Number: _____ SSID # (3 or 4 Digit) _____ American Express <input type="checkbox"/>		<b>Return Form To:</b>
_____ Exp Date ____ / ____ Discover <input type="checkbox"/>		<b>Presentation Services</b>
Cardholder's Name (printed as appears on card): _____ Visa <input type="checkbox"/>		<b>Orlando Bonnet Creek</b>
Cardholders Signature: _____ MasterCard <input type="checkbox"/>		14100 Bonnet Creek Resort Lane
Room# _____ <input type="checkbox"/>		Orlando, FL 32821
		<b>Ishree Singh email: isingh@psav.com</b>
		<b>PH 407-597-3930</b>
		<b>Todd Jones email: tjones@psav.com</b>
		<b>PH 407-597-3931</b>
		<b>FAX 407-597-3934</b>